

Sweet Home Schools Mentor/Intern Release Day Request

Name: _____

Date Requested: _____

**(Circle One
Of The Following)**

Full Day

HalfDay AM

Half Day PM

- Submit this to your Principal for approval. Approval based upon anticipated substitute needs.
- Please provide at least one week's notice. Avoid Monday and Friday requests.
- You need to call for your substitute.
- You must work in the building unless approved by your Principal.
- Check with the Office on the requested day. If a substitute is not available, your day may have to be rescheduled.

Principal Approval:

Buildings are asked to forward a copy of the completed /approved forms to the Mentor Teacher Coordinator, Suzanne Rizzo at Maplemere.